TRANSFER TO STATE DEBT COLLECTION WINDOWS

CASES ELIGIBLE FOR DEBT COLLECTION

Cases Eligible for Debt Collection								
This many of 30 days • 60 days • 90 days		This Judge Only All Judges Account Types Fines/Fees	<u>*</u>		alance of .DO cases on h	Only This 25 old	5	rted By se 👤
Case	Name		Balance	Due Date		Sentence Date		Local Status
<u>F</u> ind	<u>D</u> etail	Select Case				<u>P</u> rint		E <u>x</u> it

This screen is accessed from the Primary Menu by selecting: Case/Debt Collection/Case Eligible for Debt Collection.

Cases eligible for debt collection may be found by using the various selections available.

This many days overdue: select 30, 60, or 90 days.

Date: If there is a due date, it uses that, otherwise it uses the sentence date. The 30/60/90 days is subtracted from today's date.

Judge: You may select a certain judge or all judges.

Account Types: Select from "Fines/Fees", "Trusts" or "Fine/Fee/Trust."

With a balance of: You can enter any amount you would like. If you enter ".00" it will find all cases with any amount due. Currently, the computer defaults to \$100.00, it will only show cases where the balance is at least this much. A request has been made to have this default to "0", but in the meantime remember to change the amount.

Only cases on hold: If you want to only review the cases you have put on hold click on this box.

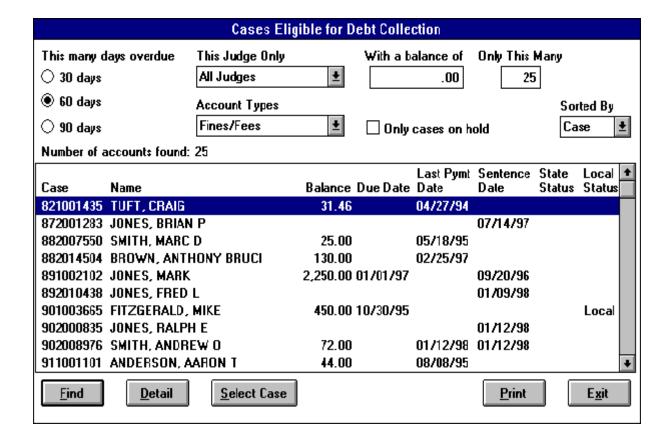
<u>Only This Many</u>: The lookup stops after finding this many cases. Default is set at 250, change this to whatever number of cases you would like to search for if this is too many.

Sorted By: The list you request can be sorted by case, date, or amount.

<u>Find</u>: Will find cases as per the perimeters you have requested.

<u>Detail</u>: Shows the payment details of the case. With mouse place pointer on the case you would like to see more detail on and click (this will highlight the line.) Then click on "Detail" button. If desired, you can just double click on mouse when highlighting a case and it will take you to the "detail screen" without clicking on the "Detail" button. See next page for more description of the Detail Screen..

<u>Print</u>: Prints the list you have on the screen.



TRANSFER TO STATE DEBT COLLECTION WINDOWS

DETAIL SCREEN

Send Case to Debt Collections								
Account Balance Detail					05/12/98 15:46			
Case Nu	mber: 931000514	Case Type	e: State Felony					
Local De	Local Debt Collection Status:				State Debt Collection Status:			
Name	Acct Type	Due Date	Amt Due	Amt Paid	Amt Credit	Balance		
MARTIN	EZ, ROBECCA Fine Timepay Trust Timepay	02/25/95 02/25/95	1,459.46 2,500.00	0.00 0.00	0.00 0.00	1,459.46 2,500.00		
Put on Hold Payment Hist Case History Print Send to State Debt Collections Set for Local Debt Collections Exit								

This window will allow you to send the information to the State Debt Collections. It will zero the accounts receivable, end fine tracking, and create a civil judgment. It can also be used to show that a case is set for local debt collections, or to put the case on hold.

<u>Put on Hold</u>: This will show a status of "Hold" on the "Cases Eligible for Debt Collection" window. You will be able to select just the "hold" cases from that screen also. A couple of examples of using this function are:

The case looks like it should be sent to the State Debt Collections, but some further research should be done on a particular item.

The case needs to be sent to the judge for a decision, or order etc.

Payment Hist: To see details of the payments made on this case; amounts, and dates.

			Accoun	it Payment Det	ail			
	Account Payment Detail 05/12/98 15:55							
Case Number: B82014504								
Acct Number Acct Type Amount Due Payor Name 939047569 Fine 140.00 BROWN, ANTHONY BRUCE								
		Transaction 970010027	Date 02/25/97	Tender Type Check	Amount 10.00			
				Total Paid:	10.00			
				Amount Owed:	130.00			
						<u>Print</u> <u>Exit</u>		

Case History: Goes directly to the Case History for this case.

Print: Prints the Account Balance Detail

<u>Send to State Debt Collections</u>: This sends the case to State Debt Collections. At the same time it will: Zero out accounts receivable.

End fine tracking.

Enter a civil judgment for the criminal fine and/or restitution owed.

On Primary menu a message will appear in red "Case Sent to State Debt Collection."

Enter a note in case history of the transfer, the amount transferred and civil judgment/s created.

Other case events (calendaring, tracking, warrants, etc.) will not be affected.

<u>Set for Local Debt Collections</u>: This will put a status of "Local" on the "Cases Eligible for Debt Collection" screen. If wanted, you could use this screen just to show what cases you are working with on a local basis.